

OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

11 December 1974

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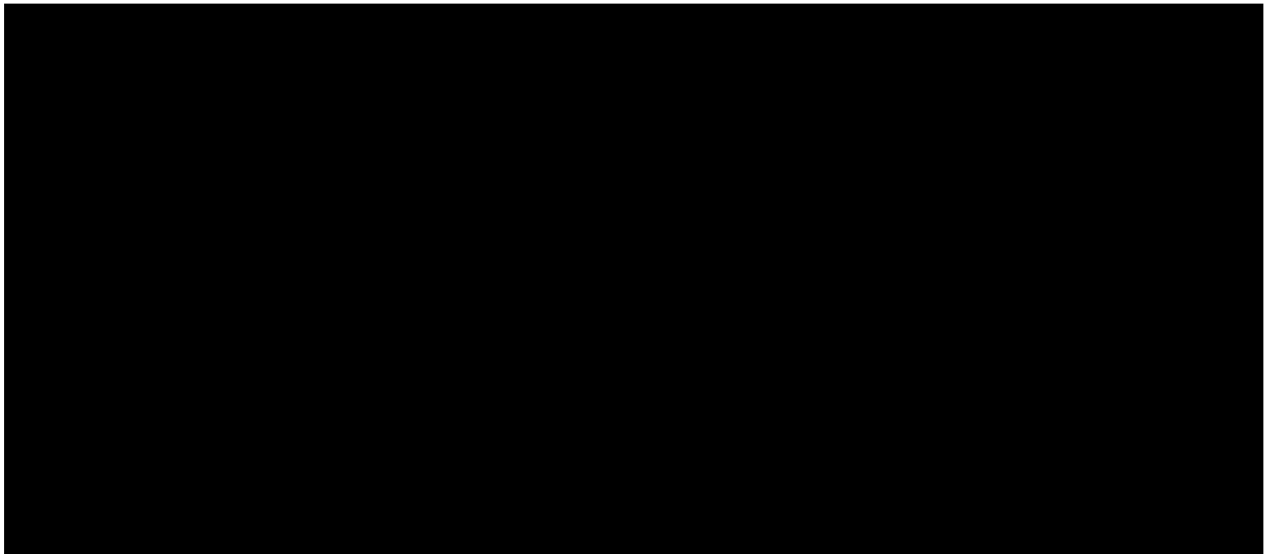
1. [REDACTED] OL/LSD, briefed the Support Officers on the courier system.
2. There will be an LSD meeting on 17 December at 1400 hours in Room GA13 for logistics officers. Chiefs of Support are invited to attend.
3. Retirement Statistics as of 6 December:

<u>1 July to 4 December</u>	<u>4 December --</u>
Civil Service 47	Civil Service 59
CIARDS 49	CIARDS 87
96	146
	Pending disability
	Civil Service & CIARDS 14
	Pending
	Civil Service & CIARDS 92
	106
	<u>TOTAL</u>
	From 1 July 348

4. Snow Emergencies. Please submit your names to SSA-DDA as soon as possible.
5. Recently Approved Support Officers Assignments.

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6.



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7. Correspondence. The DDO will shortly issue a memo to all Division and Staff Chiefs to emphasize that correspondence which is to remain within the Directorate need not be absolutely perfect manuscript. He will accept memoranda or other papers with legible corrections inked in. A great deal of money, both for supplies and secretarial time, has been spent in retyping memoranda. The DCI has also asked that similar procedures be followed for correspondence forwarded to his office.

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